

EFFECTIVE

December 1, 2009.

Subject

1. Mental Health Code.
2. Verification of Citizenship.
3. Notification of Consulate.
4. Time Frame for FC Worker's First Visit with Child.
5. Relative Licensing Waiver Process.
6. Placement Limitations in Jail, Correctional or Detention Facilities.
7. Pre-Ten Waiver Requests.
8. Emergency Admission for Inpatient Psychiatric Hospital.
9. Parent and Youth Engagement in Case Planning Requirements.
10. FC Worker Visits with Child.
11. Parenting Time Progression.
12. Michigan Works! Referral.
13. Medical Passport and Immunizations.
14. Fetal Alcohol Spectrum Disorder Assessment.
15. Federal Permanency Planning Goals.
16. Compelling Reasons.
17. Termination of Parental Rights.
18. FC Referral Packet to Adoption.
19. Juvenile Guardianship.
20. Permanent Placement with a Fit and Willing Relative and Another Planned Permanent Living Permanency Planning and Service Provision.
21. Annual Permanency Planning Goal Review.
22. Case Service Plan Requirements.
23. Parent Agency Treatment Plan and Service Agreement (PATP).
24. Permanency Planning Hearing.
25. Authority to Consent for Medical Care.
26. Consent for Psychotropic Medications.
27. Orthodontic Approval for State Wards.
28. Limitations for Family Shelter Home Placements.
29. Youth in Transition (YIT).
30. Educational and Training Vouchers (ETV).

**1) 1984 PA 186
Mental Health
Code**

FOM 721

Policy was revised to include the Mental Health Code. As outlined in MCL 330.1498a et seq., the department may request psychiatric hospitalization of a minor ward.

Reason: Policy omission correction.

2) Citizenship Verification

FOM 722-1, Foster Care-Entry into Foster Care

Policy added regarding the verification of citizenship or immigration status is based upon the child's status and not on the parent's status. Verification must be done in a non-discriminatory way.

Reason: DHS Citizenship Requirements, L-Letter 09-099 (07/17/09).

3) Notification of Consulate

Policy language added on the Vienna Convention on Consular Relations requirements for consulate notification regarding taking protective custody or the placing with the department for care and supervision of foreign nationals.

Reason: Request from Bureau of Legal Affairs.

4) Time Frame for FC Worker's First Visit with Child

After a child is removed from his/her home and enters foster care, the foster care (FC) worker must visit with the child within five business days from case assignment.

Reason: Foster Care Program Office decision.

FOM 722-3 Placement/Replacement

5) Licensing Waiver Process

Revised relative licensing waiver process, including exception to forgo licensing and the replacement process if a licensing waiver is not approved. The Home Study Outline, DHS-197, was moved within the policy section for continuity to follow Initial Discussion with Relative Caregivers.

Reason: Relative Licensing Waivers, L-Letter 09-106-CW (08/05/09).

6) Placement Limitations for Jail, Correctional or Detention Facilities

Policy added from FOM 903-2 for emphasis on the limitations of placement of abuse/neglect wards in secure detention facilities without filing of a petition and court order for detention. The required FC worker actions are listed.

Reason: Placement Limitations for Jail, Correctional or Detention Facilities, L-Letter 09-058-CW (04/22/09).

7) Pre-Ten Waiver Requests

Policy is updated to include expanded documentation within the cover memo of the pre-ten requests. Pre-ten approvals will not be granted for periods of more than three months (from the previous six month approval period).

Reason: Foster Care Program Office decision.

8) Emergency Admission for Inpatient Psychiatric Hospital

Policy clarifications regarding emergency admission for inpatient psychiatric hospital and circumstances for foster child admission.

Reason: Children's Services Administration clarification.

FOM 722-6, Developing the Service Plan

9) Parent and Youth Engagement in Case Planning Requirements

Policy requires the involvement of the parent(s) and youth age 14 and older in case planning. A signature is required indicating participation. When a parent or youth does not participate or is

unavailable or refuses to sign the Parent-Agency Treatment Plan (PATP), policy outlines specific steps required by the FC worker for further action.

Reason: Dwayne B. v Granholm, et al. settlement agreement.

10) FC Worker Visits w/ Child

Policy re-emphasizes the FC worker monthly visits with all children in foster care requirements. The worker visit policy includes the addition of the first visit with child within 5 business days of case assignment. Contractor in-home service visits can replace all but **one** of the required FC home visits.

Reason: Foster Care Program Office requirement.

11) Parenting Time Progression

A plan for parenting time progression must be documented for children with reunification as a permanency goal.

Reason: Foster Care Program Office requirement based on CFSR findings.

12) Michigan Works! Referral

All youths in foster care over the age of 14 without a goal of reunification must be referred to their local Michigan Works!/Workforce Investment Act Program (MW!A/WIA). The referral form is the DHS-348 - Michigan Works!/Workforce Investment Act Agency Referral.

Reason: Youth Services policy addition.

13) Medical Passport and Immunizations

The Medical Passport policy is updated to emphasize the mandated requirements. Policy on required immunizations is added with verification and documentation process.

Reason: Dwayne B. v Granholm, et al. settlement agreement.

14) Fetal Alcohol Spectrum Disorder Assessment

The policy on Fetal Alcohol Spectrum Disorder Fetal Alcohol Syndrome (FASD) is updated with definition and terminology corrections.

Reason: Michigan Department of Community Health FAS Office request.

FOM 722-7, Permanency Planning

15) Federal Permanency Planning Goals

Clarification of the order of preference and standards achieving permanency for the five federal permanency planning goals. All policy related to Michigan permanency goals is removed.

Reason: Foster Care Program Office and Permanency Division clarification.

16) Compelling Reasons

The distinction between compelling reasons in order to achieve reunification and the compelling reasons not to file a petition to terminate parental rights is explained.

Reason: Clarification from Children's Services Administration.

17) Termination of Parental Rights

The termination of parental rights policy is revised to accurately reflect Michigan statutes. The policy section on termination of parental rights (TPR) is moved to the end of this policy section.

Reason: Clarification from Children's Services Administration.

18) Referral Packet for Adoption

The required information for foster care referral packet to submit for an adoption referral is updated. The SWSS-FAJ activities necessary to close the FC case to forward to adoption are added.

Reason: Adoption Program Office clarification.

19) Juvenile Guardianship

The foster care manual will be linked to the Juvenile Guardianship policy manual once it is available.

Reason: Facilitate coordination between FC and Juvenile Guardianship policies.

20) PPFWR, APPLA, APPLA-E Permanency Planning

The policy for permanency planning and service provision for the permanent placement with a fit and willing relative and another planned permanent living arrangement permanency goals is specifically outlined. The permanent foster family agreements (PFFA) policy is obsolete and references to PFFA are now removed.

Reason: Permanency Goals and Required Review, L-Letter 09-079-CW (06/12/09).

21) Annual Permanency Planning Goal Review

The permanency planning goal review policy is revised to include annual permanency goal reviews.

Reason: Bureau of Children Welfare requirement from L-Letter 09-079-CW.

22) Case Service Plan Requirements

FOM 722-8, ISP; 722-9, USP; 722-9D PWSP

- Policy is revised to include the required face-to-face meeting between the FC worker and the worker's supervisor prior to supervisory approval of all case services plans.

- Policy is updated to include expanded documentation requirements for the provision of medical, dental, and mental health services and the receipt of Medicaid card by the foster parent.
- Michigan permanency goals are removed.

Reason: Dwayne B. v Granholm, et al. settlement agreement.

- Policy is updated to include documentation requirements in each case services plan for:
- Reasonable efforts to place siblings within same placement (if siblings are in separate placements).
- Ongoing efforts during the report period to place siblings together in same placement.
- Sibling visitation and ongoing interaction (from Sibling Visitation Plan in PATP).
- If sibling visits did not occur, all efforts that were made to provide frequent visits between siblings.

Reason: Fostering Connections to Success and Increasing Adoptions Act within L-Letter 09-032-CW (03/19/09).

- References to Permanent Foster Family Agreement have been replaced with Permanent Placement with a Fit and Willing Relative and Another Planned Permanent Living Arrangement Agreements.

Reason: Compliance with federal permanency goals.

FOM 722-8C, Parent Agency Treatment Plan and Service Agreement (PATP)

23) Parent Agency Treatment Plan and Service Agreement (PATP)

Policy requires the involvement of the parent(s) and youth age 14 and older in case planning. A signature is required indicating participation. When a parent or youth does not participate or is unavailable or refuses to sign the Parent-Agency Treatment Plan

(PATP), policy outlines specific steps required by the FC worker for further action.

Reason: Dwayne B. v Granholm, et al. Settlement Agreement.

Revisions to the PATP format include the documentation within:

- Parent/non-parent adult caretaker goals.
- Foster parent/relative caregiver activities.
- Child activities with the specific sibling visitation plan.
- Foster care worker activities.
- Parenting time.
- Development, negotiation and participation of PATP.

Reason: Foster Care Program Office documentation requirements for federal compliance.

FOM 722-10, Court Review

24) Permanency Planning Hearing

Interim Bulletin CFB-2009-006 regarding the court procedures in the review of the permanency plans has been added into policy manual.

Reason: 2008 PA 200 and the *Dwayne B. v Granholm, et al.* settlement agreement.

FOM 722-11, Delegation of Parental Consent

25) Authority to Consent for Medical Care

Policy is revised to correctly reflect the appropriate authority to consent for foster children in medical care and non-emergency elective surgery.

Reason: Children's Services Administration clarification.

26) Consent for Psychotropic Medications

Policy outlining the appropriate consent for psychotropic medications. New requirement for Michigan Children's Institute (MCI)

Superintendent to consent to the prescription and used of psychotropic medication for MCI wards.

Reason: Dwayne B. v Granholm, et al. settlement agreement.

FOM 903-9, PR Non-Scheduled Payments DHS-634

27) State Wards Orthodontic

The state ward orthodontic policy is revised to include:

- Possible coverage by Medicaid.
- Payments to obtain an estimate for treatment.
- Written request requirements for treatment approval.
- Required treatment plan from orthodontic provider.
- Maximum allowable rate.
- Exception process.
- Collaboration requirement between foster care and adoption for state wards with orthodontic needs expected to be adopted.

FOM 741 and FOM 742, Family Shelter Home Program

28) Limitations for Family Shelter Home Placements

Policy revisions regarding family shelter home placements include:

- Limits on the number of family home shelter placements for a foster child.
- Limits to the period of time a foster child can remain in a family shelter home.
- Team decision making meeting (TDM) requirements.
- Special placement review requirements for agencies not currently conducting TDM.
- Use of detention facilities for foster youth with court jurisdiction for committing criminal offenses.

Reason: Dwayne B. v Granholm, et al. settlement agreement.

29) ICPC**FOM 931, Interstate Services Overview**

The Adam Walsh Act requires states to conduct background checks with respect to prospective foster/adoptive parents and any other adult(s) living in the home of such parent. Before a prospective foster or adoptive parent may be approved for placement of a child, states will be required to check child abuse and neglect registries in each state the prospective foster/adoptive parents, and other adult(s) living in the home, have resided in the preceding five years.

Reason: Policy change.

FOM 931-1, Interstate Adoption Procedures

Detailed instructions for the Michigan Interstate Compact on the Placement of Children (ICPC) office and the Michigan local agency are listed.

Reason: Policy clarification.

FOM 932-2, Interstate Foster Care Procedures

Detailed instructions for the Michigan ICPC office and the Michigan local agency are listed.

Reason: Policy clarification.

FOM 932, Interstate Services Program Requirements

All foster (including relative) and adoptive home studies requested by another state must be completed within 60 calendar days. Training and education of prospective foster and adoptive parents are exempt from the time frame. Placements cannot be made until training requirements are met and approval is given by the ICPC Office. The law also adds an incentive program to encourage states to complete timely interstate home studies. To earn an incentive, the state must complete an interstate home study within 30 calendar days of the request.

The ICPC Office will not pay transportation costs for children who are absent without legal permission (AWOLP), or otherwise placed out of state illegally by a court or other entity. The return of all AWOLP children shall be facilitated through the Interstate Compact for Juveniles. Refer to JJ9 900 series.

Luggage fees incurred for child traveling to approved out-of-state placements may be paid for by the ICPC Office. County office may be required to cover the initial cost, but can submit receipts along with a travel voucher, for reimbursement.

Reason: ICPC policy change.

FOM 950, The Youth In Transition (YIT) Program

29) Youth In Transition

The new YIT policy better explains what YIT covers, how workers access funding, and introduces the DHS-720 - YIT Exception request. It also uses new language to include Juvenile Justice (JJ) youth in the eligibility requirements. JJ youth are eligible, provided they were in an eligible placement.

Reason: Youth Services policy revision.

30) Education and Training Voucher Program

FOM 960, Education and Training Voucher (ETV) Program

The revised ETV policy replaced all previous policy. It clarifies and expands the definition of youth's eligibility for ETV funds. It now includes Juvenile Justice youth, provided they were in an approved placement.

The new ETV policy includes procedures for ETV disbursement. Annual ETV grants are split into two payments. Students must complete and pass their first semester of college or approved training program in order to receive the second semester's funds.

MANUAL MAINTENANCE INSTRUCTIONS

Changed Items (content changes) ...

FOM 721
 FOM 722-1
 FOM 722-2
 FOM 722-3
 FOM 722-4
 FOM 722-6
 FOM 722-6A
 FOM 722-7
 FOM 722-8
 FOM 722-8A
 FOM 722-8B
 FOM 722-8C
 FOM 722-9
 FOM 722-9A
 FOM 722-9D
 FOM 722-10
 FOM 722-11
 FOM 722-12
 FOM 903-2
 FOM 903-4
 FOM 903-9
 FOM 905-5
 FOM 911
 FOM 914
 FOM 931
 FOM 932
 FOM 932-1
 FOM 932-2
 FOM 932-3
 FOM 941
 FOM 942
 FOM 950
 FOM 960

Changed Items (link changes only) ...

FOM 722-5
 FOM 722-9B
 FOM 722-9C
 FOM 722-13

FOM 722-14
FOM 722-15
FOM 902
FOM 902-1
FOM 902-2
FOM 902-11
FOM 902-12
FOM 902-16
FOM 903-5
FOM 903-7
FOM 903-10
FOM 910
FOM 913-2